



**TOWN OF FRAMINGHAM  
MASSACHUSETTS**

**RFP#16-11  
July 28, 2015**

**NOTICE OF VACANCY  
July 28, 2015**

**POSITION: Clerical Assistant**

**DEPARTMENT: Planning Board**

**SALARY: M-1 \$17.70 - \$21.15 per hour**

**HOURS: Thursday 7.5 Hours - 10.5 Flexible 18 hours weekly**

Statement of Duties: The Clerical Assistant assists the Planning Board Administrator and Planning Board Staff in the daily functions of the Planning Board Office, customer service, and Planning Board Meetings. This position is best described as 50% clerical and 50% customer service.

Essential Functions:

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Performs a range of routine office tasks including administrative and clerical services, Planning Board Packets, mailings, document storage, supply ordering, scanning and answering phones
- Attends weekly Planning Board Public Hearings, prepares and reviews meeting minutes
- Coordinates and schedules office meetings
- Maintains Planning Board project files
- Data entry and office storage of archive projects
- Provides document editing and review
- Participates in special projects and other duties as assigned by the Planning Board Administrator

Recommended Minimum Qualifications:

Education and Experience: Must have an Associate's Degree, and one to four years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

- Microsoft Office, Adobe Editor

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; some knowledge of laws and regulations pertinent to position functions within a municipal government.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

Skills: Proficient customer service skills, computer skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills.

Physical and Mental Requirements

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment, and computer paper.

**Motor Skills:** Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination including but not limited to using a personal computer or other department office equipment.

**Visual Demands:** Visual demands include constantly reading documents for general understanding and for analytical purposes, routinely reviewing non-written materials such as maps and blueprints for analytical purposes.

Supervisory Responsibility: Employee is not required to regularly supervise other town employees.

Confidentiality: In accordance with the State Public Records Law, employee has access to confidential information of the department such as law suits, client and department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse customer and public relations, monetary loss, legal repercussions and jeopardize projects.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Employee performs work in an office setting subject to frequent interruptions. The employee is required to work beyond normal business hours to attend Board meetings.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors.

More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in an office setting

Supervision Required: Under the general direction of the Planning Board Administrator, the employee plans and carries out the regular work in accordance with standard practices and previous training. The employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Please visit our website:**

**<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>**

**The Town of Framingham is an Affirmative Action Equal Opportunity Employer.**